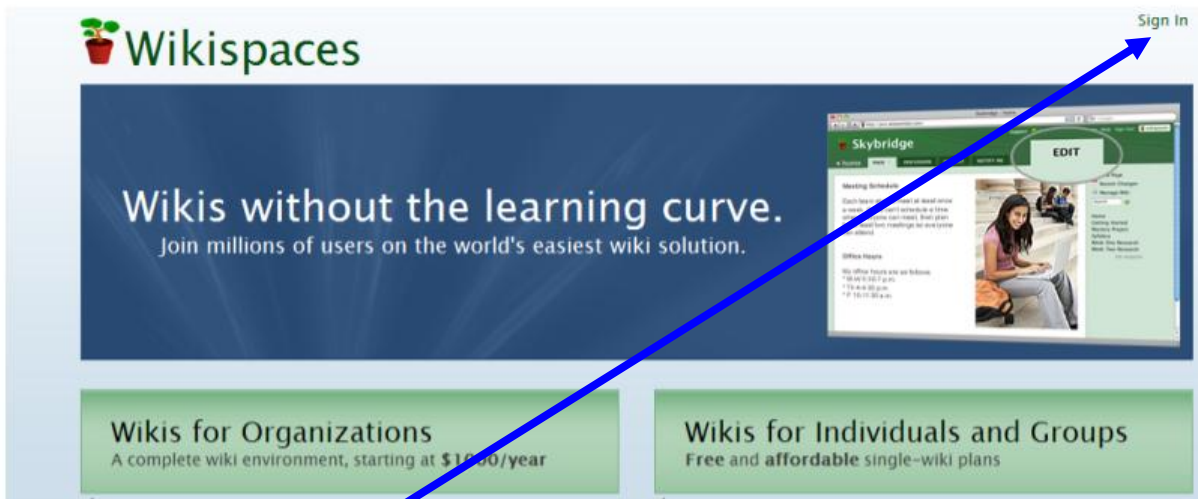
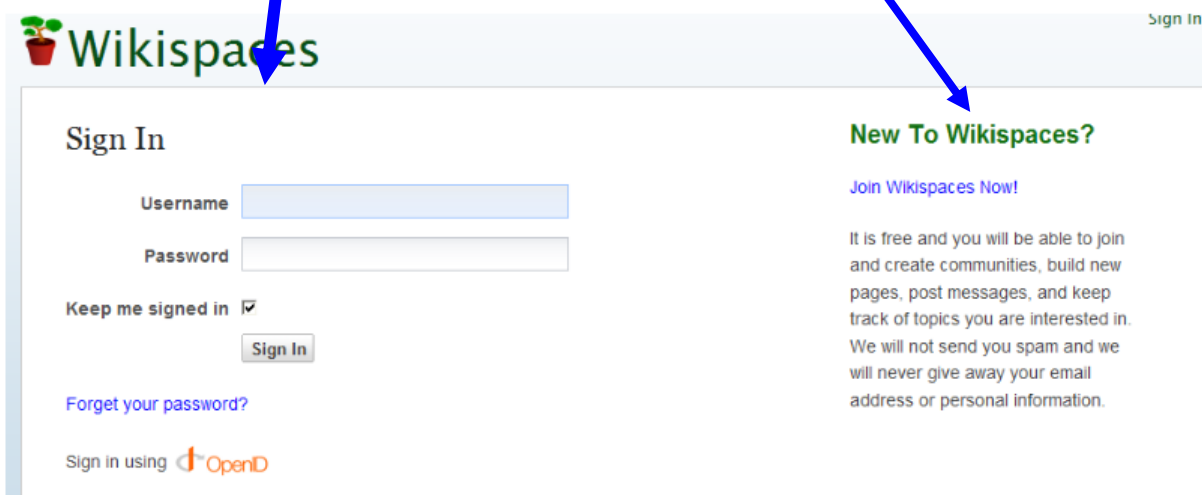


Using the Wikispaces

1. Go to <http://wikispaces.com>



2. Click on sign in
3. Sign in if you have an existing account or look for **Join Wikispaces Now** and click

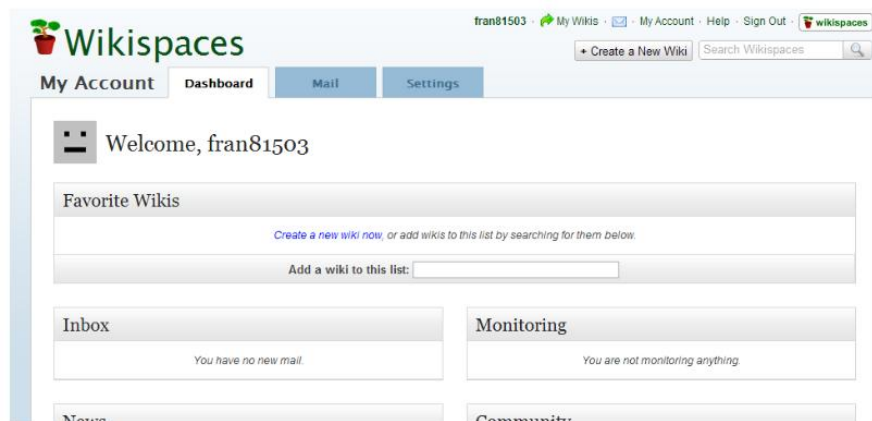


3. If you are joining Wikispaces, complete the form. It will look like the one below.



The image shows the 'Join Now' form on the Wikispaces website. At the top is the Wikispaces logo, which consists of a small green plant icon in a red pot followed by the word 'Wikispaces' in a green, sans-serif font. Below the logo is a light blue box containing the 'Join Now' heading. Underneath the heading are three input fields: 'Username', 'Password', and 'Email Address'. Below the 'Email Address' field is a small line of text: 'We will not spam or share your email address.' Below this is a 'Make a Wiki?' section with two radio buttons: 'Yes' (selected) and 'No'. Below the radio buttons is a small line of text: 'Create a wiki now or after you join.' At the bottom right of the form is a 'Join' button.

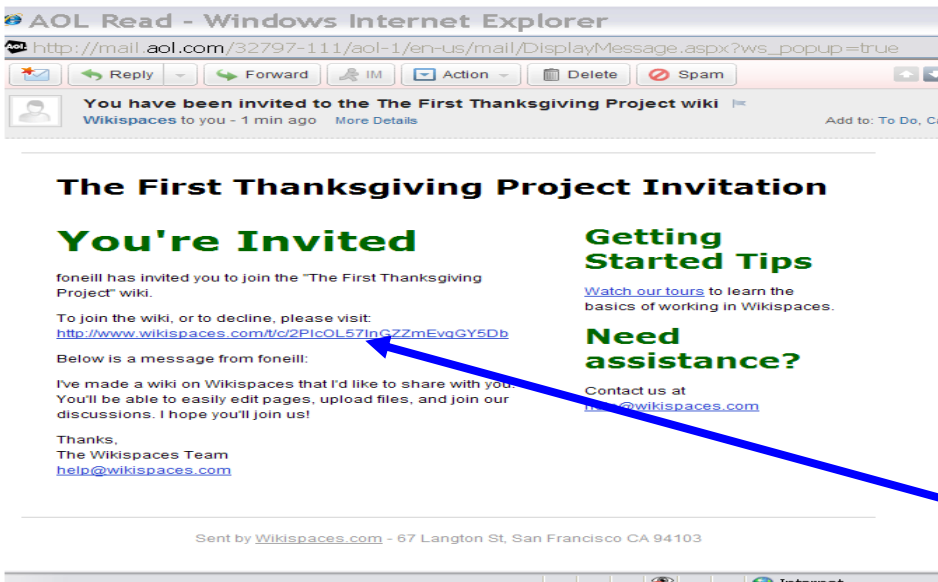
4. Once you join, you will see your **Dashboard**. It is the location where you can see mail, check and revise your settings, and create wikis.



The image shows the Wikispaces Dashboard for a user named 'fran81503'. At the top is the Wikispaces logo. To the right of the logo is the user's name 'fran81503' and a series of links: 'My Wikis', 'My Account', 'Help', 'Sign Out', and 'wikispaces'. Below these links is a 'Create a New Wiki' button and a search bar labeled 'Search Wikispaces'. Below the search bar is a navigation bar with tabs: 'My Account', 'Dashboard' (selected), 'Mail', and 'Settings'. Below the navigation bar is a welcome message: 'Welcome, fran81503'. Below the welcome message is a 'Favorite Wikis' section with a link to 'Create a new wiki now' and a text input field labeled 'Add a wiki to this list:'. Below the 'Favorite Wikis' section are two boxes: 'Inbox' (with the text 'You have no new mail') and 'Monitoring' (with the text 'You are not monitoring anything'). Below these boxes are two more boxes: 'News' and 'Community'.

To join an existing wikispace

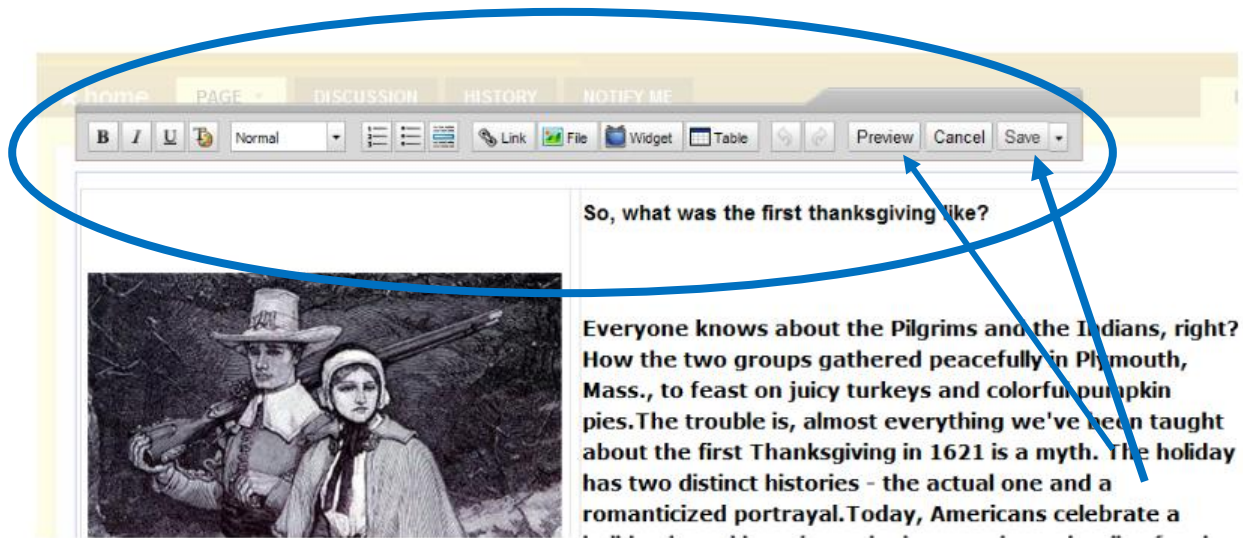
1. If you are joining an existing wikispace, go to your email and accept the invitation. Once you've accepted the invitation, you can edit the wikispace.



1. To **Edit** a Wikispace, go to the page and look on the upper right hand corner for EDIT



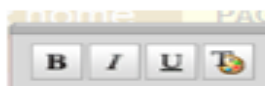
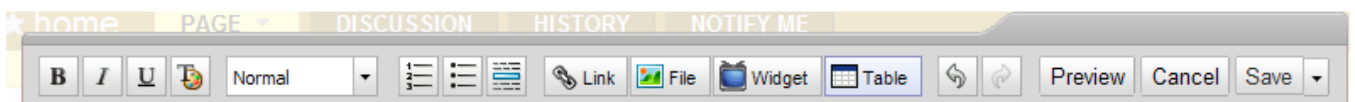
2. Once you click on **EDIT** you will see a **tool bar** and a **live text box** that will allow you to add information.



3. **Click Preview** to see your changes and then **Click Save**

Tool Bar

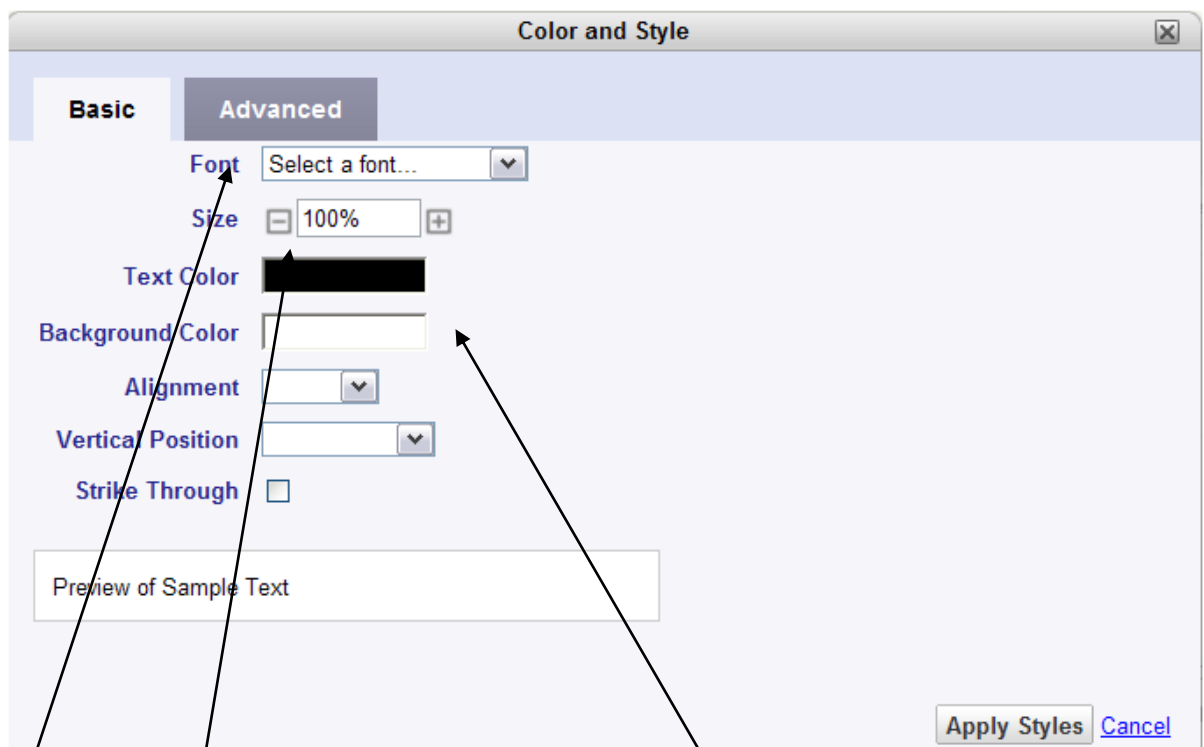
The tool bar is standard. It looks very similar to a Microsoft Office tool bar or ribbon. Let's take a look.



Bold, Italics, and Underline- self explanatory. Any text can be have bold, italics, or underline.



This box will help you format your text. When you click on it, it will look like this:

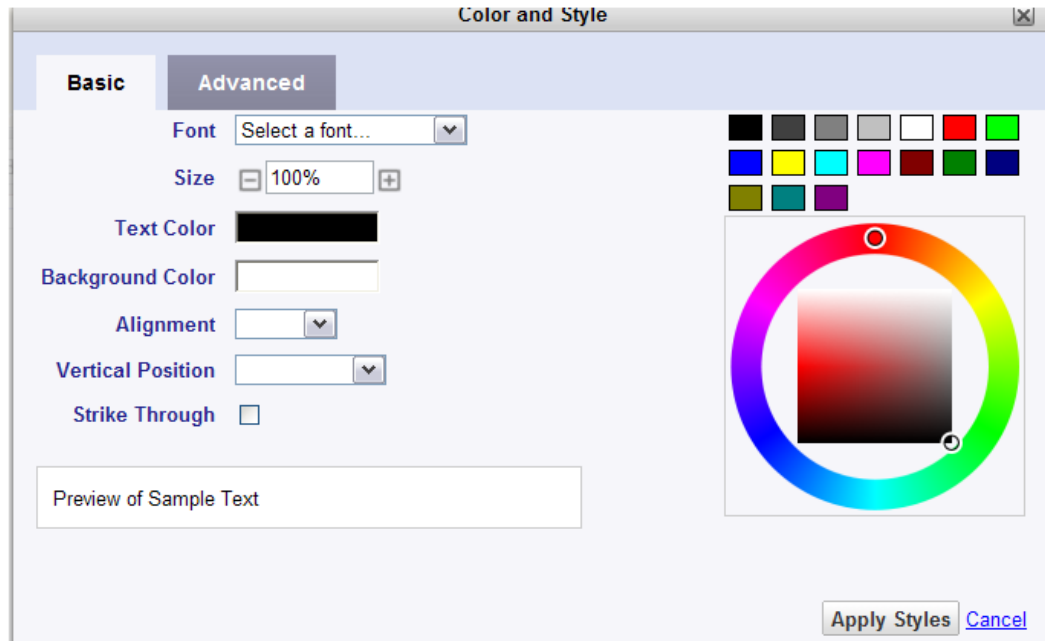


Select a font by clicking on the drop down menu.

Make it larger or smaller by clicking on the minus and plus signs.

Change the text color by clicking on the box near text color.

When you change the text color you will see this:



Click on the desired color. Remember color and font does help make your wikispace look professional.

You could also change the **background color, alignment to be right, justified, centered, or to the left.**

For now ignore vertical position and strike through.



This is for **numbering, bulleting, and adding a horizontal** line after a post or before a post.



This tool is used for linking pages or URL's to selected text. Once you click on it you will see this:

A screenshot of the "Insert Link" dialog box. It has three tabs: "Wiki Link", "External Link", and "Anchor". The "External Link" tab is selected. The "Link Text" field contains "So, what was the first thar". The "Wiki" field contains "project1mrsonell". The "Page Name" field contains "So, what was the first thar" with a warning icon. Below it are links for "Choose an existing page" and "Link to anchor?". The "New Window" checkbox is unchecked. At the bottom right are "Add Link" and "Cancel" buttons. An arrow points from the text "Remember to click on the External Link." in the following paragraph to the "External Link" tab.

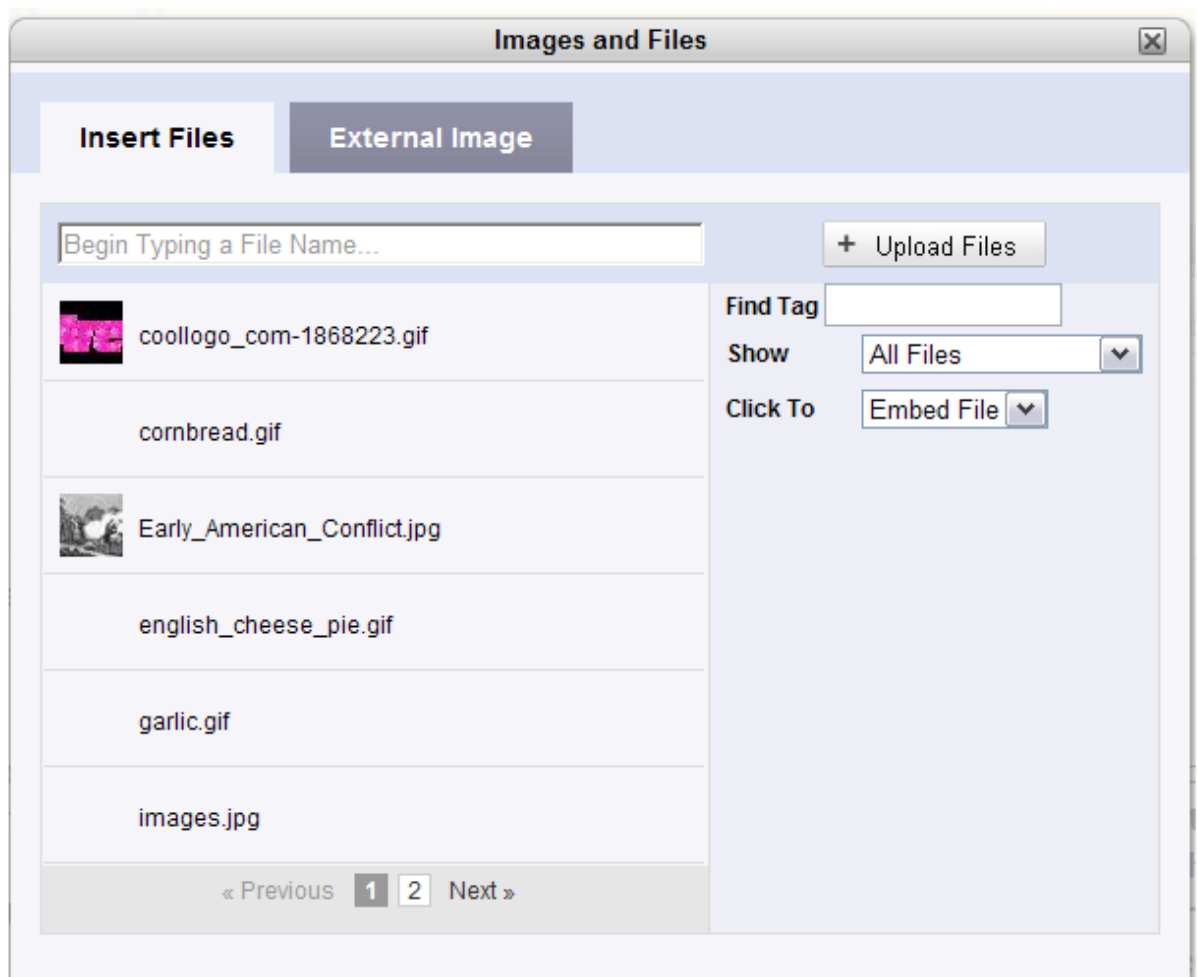
Link text is the highlighted text that will be linked. If you are linking to a different page in the wikispace, you can click on choose an existing page and choose an existing page.

To attaching External Links, same thing, but copy the URL that you want to hyperlink and paste it in the window. Remember to click on the **External Link**.

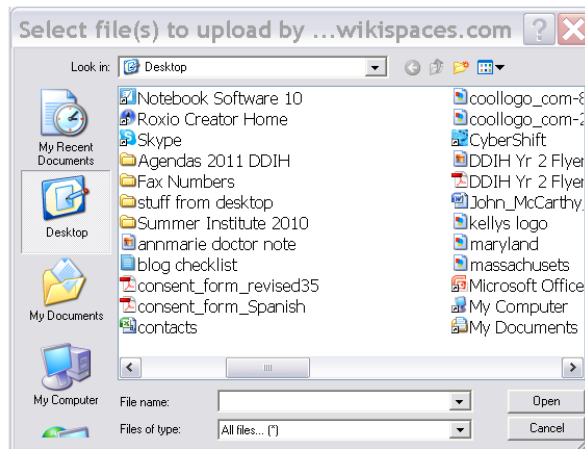
Ignore Anchor for now.



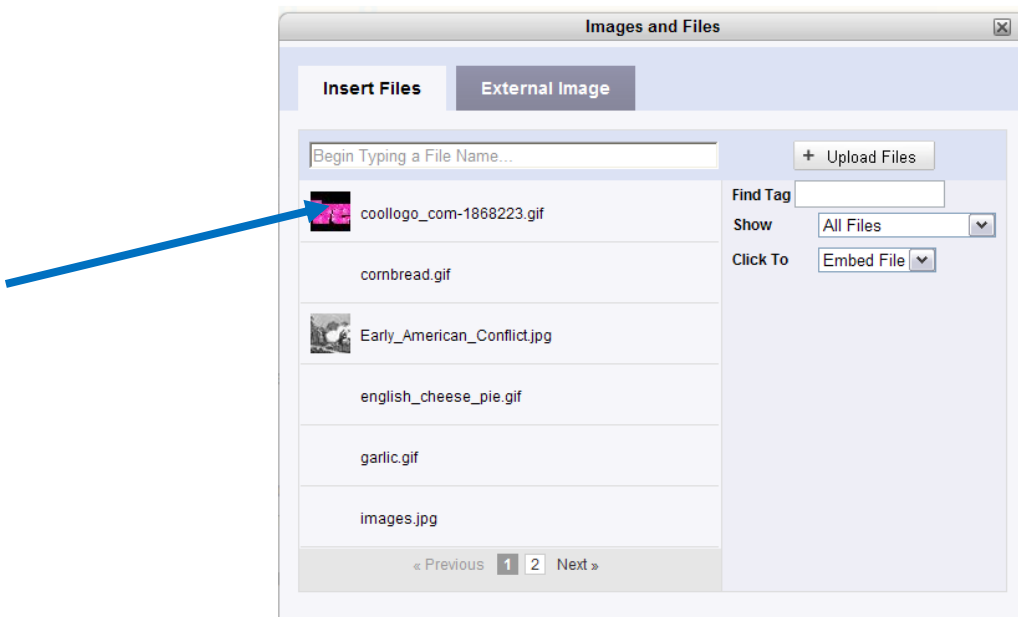
This icon is for uploading documents. You will not see upload button if you are not signed in.



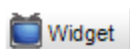
Click **+Upload** and then **browse** for a file to upload.



Then **double click** on the **image**.



Click on the **Widget** Icon



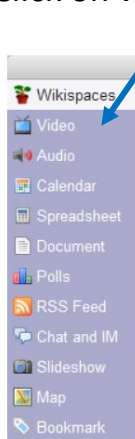
You will see this:



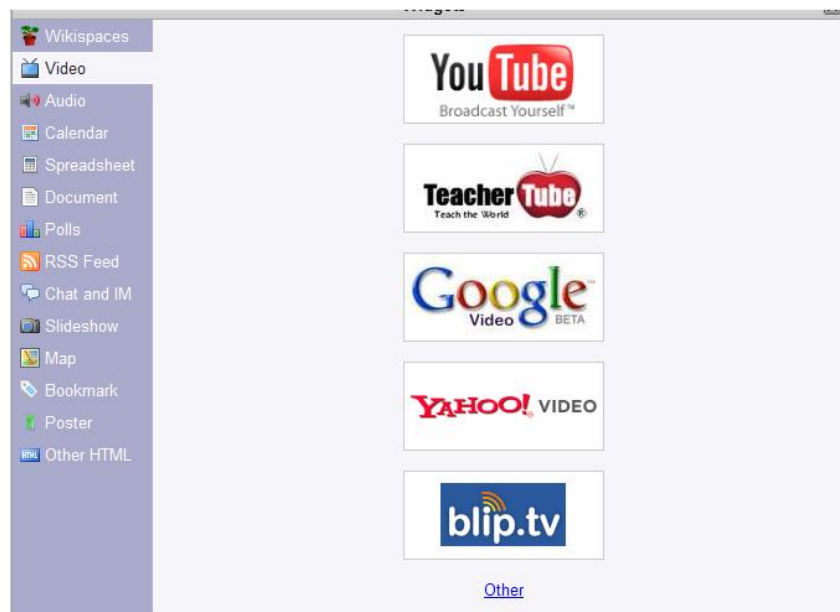
This is for **HTML** code from various things on the Internet, such as a YouTube video or a google map. This is advanced and not for the page unless you know how to do it. You may want to play around with this.

If you do proceed with this, these are the steps:

Click on video



You will see this:



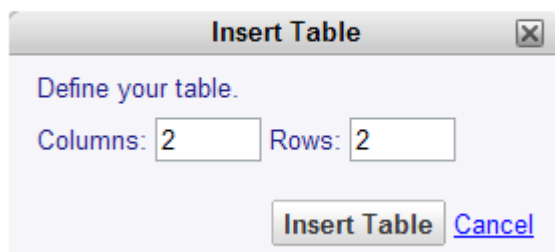
Click on Youtube and **paste** the **HTML code** in the **textbox**, seen below:



Click on **Save**



Click on the Table icon to insert a table.



Define your table by the number of **columns and rows** and then click **Insert table**.